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**Transportation**

**USAFA TOP WHEELS PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, and establishes procedures for managing the USAFA Top Wheels Program. It covers vehicle appearance competitions, repair authority, fleet upgrade, and reporting procedures. It applies to all Academy agencies and individuals, including tenants, who have USAF vehicles assigned.

**SUMMARY OF REVISIONS**

Changes references for competition from the first Thursday to the first Friday of each month (paragraph **3.1.**); changes references from Chief of Vehicle Operations (10 ABW/LGTO) to Chief of Fleet Control (10 ABW/LGTF) (paragraph **3.4.**); changes OPR from 10 ABW/LGTO to 10 ABW/LGTF; changes Vehicle Operations to Fleet Control throughout this instruction;

**1. Why Have a Top Wheels Program.** Top Wheels focuses command attention on the appearance and condition of military vehicles. It emphasizes basic operator care and provides recognition for above-standard performance. The program instills pride in the vehicle fleet and highlights proper care for mission essential assets.

**2. What the Top Wheels Program Does:**

- 2.1. Extends the useful life of vehicles by preserving overall condition and appearance (interior and exterior).
- 2.2. Provides recognition and positive incentives to units and operators that excel in vehicle care.
- 2.3. Provides maximum vehicle fleet visibility to the USAFA Superintendent and other senior base officials.

**3. Who Does What:**

3.1. Chief, 10 ABW/LGT conducts a monthly Top Wheels competition. The competition is held the first Friday of each month, unless conflicts with other Academy events occur.

3.2. 10 ABW/CC and Chief, 10 ABW/LGT provide command support to ensure program objectives are met.

3.3. The Vehicle Maintenance Superintendent:

3.3.1. Participates in Top Wheels competition to help ensure vehicles comply with TO 36-1-3 and this instruction.

3.3.2. Develops a plan to repair vehicles identified during the competition that require attention.

3.4. The Chief of Fleet Control (10 ABW/LGTF) executes the vehicle appearance competition portion of the program.

3.5. Vehicle operators wax and polish vehicles, except those with polyurethane paint, at least twice a year or as often as required to meet corrosion control and appearance requirements.

#### **4. Guidelines for Competing:**

**4.1. When Held.** Competition for general-purpose and special-purpose vehicles is held monthly.

**4.2. Who Competes:**

4.2.1. Fleet Control ensures all USAFA units possessing vehicles compete.

4.2.2. Units with less than five vehicles are not required to enter a specific vehicle more than once in a fiscal year.

**4.3. How to Compete:**

4.3.1. Each organization is notified of the vehicles to enter in the competition by the 15th day of each month preceding. Units should ensure their vehicles and operators are in place in the Vehicle Operations compound, building 8127, by 0745, on the day of competition.

4.3.2. A major objective of vehicle appearance competitions is to maximize commanders' visibility of each unit's vehicles. Therefore, the maximum practical number of vehicles should be included in monthly competitions.

4.3.3. Top Wheels competitions are for "appearance only." However, engine and cargo compartments are inspected, and normal operator care and responsibility are evaluated; e.g., if badly worn tires or a cracked parking light lens are evident, the appropriate Operator's Inspection Guide and Trouble Report is reviewed to determine if the operator has properly identified the item.

4.3.4. Units must notify Vehicle Maintenance and Fleet Control immediately after the competition of unauthorized items or vehicle discrepancies identified during the Top Wheels competition.

4.3.5. Perform only minimum essential repairs and spot painting on vehicles in replacement codes A-J which are scheduled for replacement within the next 12 months and when a firm allocation has been programmed.

4.3.6. Repair authority is designated by TO 00-25-249, **Maximum Repair Allowances, Replacement Codes, and Priority Buy Program for USAF Vehicles**, chapter 4.

**4.4. Grounds for Disqualification.** Fleet Control, along with a Vehicle Maintenance technical representative, perform preinspections to disqualify vehicles not complying with TO 36-1-3. Vehicles more than 15 minutes late are also disqualified.

**4.5. Judging the Competition.** As a minimum, one organizational individual in the rank of Lt Col or above to include equivalents will judge the monthly competition. In addition, we encourage the HQ USAFA/CC, Commandant of Cadets (Commander 34th Training Wing (34 TRW/CC)), Dean of the Faculty (HQ USAFA/DF), 10 ABW/CC, and organizational commanders to attend frequently in order to maintain interest and provide maximum visibility of the vehicle fleet. Fleet Control, through the Chief, Logistics Division, will request organizational individuals in the rank of Lt Col or above to include equivalents as judges for the monthly Top Wheels competition and notify them 1 month in advance. Judges report to the Vehicle Operations compound (building 8127), at 0800, on the day of competition.

**4.6. Recognizing the Winners:**

4.6.1. Fleet Control ensures the Top Wheels monthly winner's identifying license plate and trophy are presented at the conclusion of each competition.

4.6.2. Fleet Control prepares correspondence identifying the winners on USAFA Certificates of Achievement signed by the Chief, Logistics Division and delivered to the head of the winning organization.

4.6.3. The photographic laboratory provides photographs and winner's identification to Public Affairs Internal Information Division (HQ USAFA/PAI), by 1200, the following Monday.

4.6.4. In addition to the awards presented by Transportation, we encourage units to provide worthwhile, meaningful incentives for operators. We suggest operator incentives including aircraft orientation rides, free coupons to Services activities, etc. Unit incentives may include plaques or trophies and special recognition at base activities. We encourage innovative ideas.

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